

SHELBY COUNTY OFFICE OF VITAL RECORDS

814 JEFFERSON AVE. ROOM 101 MEMPHIS, TN 38105

PH#901-544-7607 FAX#901-544-7610

Walk-in hours are 8am-4:00pm Monday through Friday

REQUEST BY MAIL MUST INCLUDE PHOTO ID, APPLICATION AND MONEY ORDER MADE OUT TO: VITAL RECORDS/MSCHD
FOR ONLINE ORDERS PLEASE VISIT: WWW.VITALCHEK.COM

DATE OF BIRTH: _____ SEX: MALE OR FEMALE

(ORIGINAL) NAME ON CERTIFICATE: _____

FIRST

MIDDLE

LAST

(NEW) NAME ON CERTIFICATE: _____

(ONLY IF CHANGED WAS NOT BY MARRIAGE)

FIRST

MIDDLE

LAST

PLACE OF BIRTH: _____

CITY

COUNTY

STATE

NAME OF MOTHER: _____

FIRST

MIDDLE

LAST(MAIDEN)

NAME OF FATHER: _____

(NOT MANDATORY IF NONE LISTED)

FIRST

LAST

_____ CERTIFIED SHORT FORM(S)

* Issued for Tennessee births 1949 until present this record is not available for births before 1949.
The cost is \$8 for the first copy and \$5 for each additional of the same record purchased at the same time. Births 1979 to present will also have parents names listed.

_____ CERTIFIED LONG FORM(S)

* ONLY FOR SHELBY COUNTY BIRTHS only \$15 for one and \$5 for each additional of the same record purchased at the same time.

SIGNATURE OF PERSON MAKING REQUEST: _____

WE DO NOT ISSUE REFUNDS FOR COMPLETED ORDERS

YOUR CURRENT ADDRESS: _____

STREET

CITY AND STATE

ZIP

YOUR RELATIONSHIP: _____ TELEPHONE NUMBER: () _____ ---

EMAIL ADDRESS _____ TOTAL FEES\$ _____ PROCESSING DATE: ____/____/20__

Identification Requirements

1. If the application is signed and notarized, no additional identification documents are required.
2. If the actual mother's copy of a birth certificate for the current year and previous two years is submitted as the application and the response is being mailed to a parent, no additional identification documents are required.

One of the item from the following list:

1. Current drivers license, including the issue and expiration date or Certificate of Citizenship or Citizenship ID card
2. Current passport, US certificate of Naturalization or Military ID card
3. Alien, temporary or permanent resident card or employment authorization card

Two items from the following list:

1. Current pay stub or previous years W2
2. Vehicle registration with name and current address
3. Voter Registration card
4. Military Discharge (DD214)
5. Utility Bill, Bank Statement or deposit slip with name and current address
6. Health care coverage card or medical record
7. Application page of an insurance policy
8. Signed Social Security Card
9. For those person who have had their I.D. stolen, a copy a police report or other official documents which support the theft.